

Attendance

The following are helpful points to remember when considering school attendance.

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After **four excused or unexcused absences**, the school **MUST** make a phone call home to discuss student's attendance.

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After **three days of unexcused cumulative absences**, the school **MUST** send 3-day unexcused absence letter to parent or guardian.

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After **one unexcused absence**, the school **MUST** make personal contact with the parent or guardian on the same day.

truancy: being absent from school without a permission or valid reason (unexcused absences)

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After **7 cumulative unexcused absences**, the school **MUST** send a MPD warning letter to the parent or guardian.

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After **five cumulative unexcused absences**, the student is referred to Student Support Team (SST) for an attendance intervention conference.

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After **five cumulative unexcused absences**, the school must send a 5-day unexcused absence letter to parent or guardian.

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After **twenty consecutive unexcused absences**, the school must notify the parent or guardian that the student is eligible for withdrawal.

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After **fifteen cumulative unexcused absences**, the school **MUST** submit referral to Court Social Services (CSS) within two days to for students aged 14-17.

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After **ten cumulative unexcused absences**, the school **MUST** contact CFSA if the student is 13 years or younger, SST will notify school leader of action plan within two weeks.

A student is considered chronically truant after 10 days of cumulative unexcused absences.